

RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

This schedule provides disposition instructions for HUD records accumulating under the U.S. Housing Act of 1937 (42 U.S.C. 1401 et seq.) as amended and 24 CFR 275. It includes the Section 8 Housing Assistance Payments (HAP), Section 23, Conventional, Turnkey, Acquisition, Modernization and Indian Housing programs. These programs provide assistance to low-income families in the form of direct payments for the cost of building, operating and/or modernizing rental housing for low-income families (Public Housing) and housing assistance payments to reduce rents in housing built with private, public or FHA-insured financing or leased from private owners (Section 8 Lower-Income Housing Assistance).

Records created and maintained under the Indian Housing program are the same as those created and maintained under the Public Housing program. Therefore, wherever the term "public housing agency" appears in this schedule, it includes Indian housing agencies.

This schedule covers both Headquarters and Field records related to the programs listed above wherever they are maintained except for related records maintained by the Headquarters Office of Finance and Accounting.

NOTE: The Section 8 and Section 23 program files are covered by items 67 through 73 of this schedule. All other program files are covered by items 1 through, 66. Item 74 covers the ADP systems pertaining to all the programs.

Item

No.	Description of Records	Disposition
Public Housing Program Reservation and Management		
1.	Organization Transcript file. Contains the documents evidencing the creation of the public housing agency.	Destroy 6 years after termination and expiration of all contracts and obligations of HUD with the public housing agency. (NARA Job NC1-207-79-12, item 1)
2.	Nonrecord copies of Cooperation Agreement between the public housing agency and the local governing body (or taxing body)	Destroy 6 years after termination and expiration of all contracts and
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	regarding tax exemption, payments in lieu of taxes, equivalent elimination of substandard dwellings (when required by statute), providing services to projects, and other forms of cooperation.	obligations of HUD with the public housing agency. (NARA Job NC1-207-79-12, item 2)
	(Note: The record copies are kept by the Office of Finance and Accounting.)	
3.	Cooperation Agreement File. Contains documents on housing projects conveyed from War Housing use to low-income use, including indenture of lease, cooperation agreement between public housing agency (PHA) and the local governing body (taxing body), copy of transcript of PHA's proceedings containing resolution authorizing the indenture of lease, computation of effective tax rate, and related correspondence.	Destroy 5 years after termination of Annual Contributions Contract or Administration Contract. (NARA Job NC1-207-79-12, item 3)
4.	Notification of Housing Assistance Availability (NOHAA) or HUD advertisements and invitations.	Destroy 2 years after issuance. (NARA Job NC1-207-79-12, item 4)
5.	Public housing agency applications for Program Reservation of Low-Income Housing and for Preliminary Loan, supporting documents, Program Reservation, and related correspondence.	
	a. Approved applications.	Destroy 5 years after the Annual Contributions Contract is executed. (NARA Job NC1-207-79-12, item 5a)
	b. Disapproved or withdrawn applications.	Place in inactive file upon disapproval or

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		withdrawal. Retire to a Federal Records Center 1 year after disapproval or withdrawal or when volume warrants. Destroy 3 years after disapproval or withdrawal. (NARA Job NC1-207-79-12, item 5b)
6.	Application File containing the application for conveyance of a permanent War Housing Project for low-income use, general certificate, extract of minutes of meeting of members of public housing agency and related correspondence.	Destroy 5 years after termination of Annual Contributions Contract or Administration Contract. (NARA Job NC1-207-79-12, item 6)
7.	RESERVED.	
8.	Management Policy File containing correspondence; public housing agency (PHA) management policies including occupancy, personnel and procurement policies; and copies of PHA resolutions establishing such policies.	Destroy 1 year after HUD management and occupancy audit of housing agency. (NARA Job NC1-207-79-12, item 8)
9.	Project insurance policies, fidelity bonds, and related correspondence.	
	a. Insurance policies and related correspondence.	Place in inactive file when policy expires and retire to a Federal Records Center 1 year thereafter. Destroy 6 years after policy expires. (NARA Job NC1-207-79-12, item 9a)
	b. Fidelity bonds and related correspondence.	Place in inactive file at end of bond premium period following termination and retire to Federal Records

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		Center 3 years thereafter. Destroy 6 years after termination of bond. (NARA Job NC1-207-79-12, item 9b)
10.	Subject File, consisting of correspondence and documents relating to the management of low-income housing projects.	
	a. Special cases involving unusual problems, special test programs or other novel arrangements.	Destroy when 5 years old or when no longer needed for reference or administrative purposes, whichever is later. (NARA Job NC1-207-79-12, item 10a)
	b. All other files.	Destroy when 3 years old. (NARA Job NC1-207-79-12, item 10b)
11.	Management Review and Trip Reports. Files containing correspondence and documents relating to management audits and reports; annual status reports of management operations, trip reports, consolidated reviews of management operations, management check lists, and management reviews.	Destroy 1 year after HUD audit of public housing agency. (NARA Job NC1-207-79-12, item 11)
12.	Administration Contract File containing the Administration Contracts and amendments, copy of quitclaim deed, inventory report, extract of minutes of meeting of public housing agency authorizing the execution of deeds and other documents, copy of general depositary agreement.	Destroy 5 years after termination of Annual Contributions Contract or Administration Contract. (NARA Job NC1-207-79-12 item 12)

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Description of Records

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Public Housing Finance and Budget

13. Preliminary Loan Contract and documents required for advances of funds under the contract.

Retire to a Federal Records Center when contract is terminated and funds advanced under the contract have been repaid. Destroy 6 years after contract termination and repayment of funds. (NARA Job NC1-207-79-12, item 13)
14. Nonrecord copies of Annual Contributions Contract including amendments, public housing agency authorizing resolutions, and other related documents and correspondence.

Destroy 6 years after termination or expiration of the contract. (NARA Job NC1-207-79-12, item 14)

(Note: The record copies are kept by the Office of Finance and Accounting.)
15. Nonrecord copies of Lists of Preliminary Loan Contracts and Annual Contributions Contracts to be entered into by HUD and public housing agencies for Low-Rent Housing Projects. Includes project docket file copies kept by Field Offices.

Destroy when no longer needed for administrative purposes. Review annually. (NARA Job NC1-207-79-12, item 15)

(Note: The record copies are kept by the Office of Finance and Accounting).
16. Administrative file containing copies of reports, surveys, and special studies relating to public housing agency budget preparation, budget review, reserve fund data, administrative

Break file at end of fiscal year and place in inactive file. Retire inactive file to a Federal Records Center when 3 years old. Destroy when 10 years old. (NARA Job NC1-207-79-12, item 16)

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Item No.	Description of Records	Disposition
	loan data, management feasibility, accounting, and investments.	
17.	Operating budget documents and records relating to HUD review and approval, including workpapers and rough data, copies of consolidated budget analyses, budget approval sheets, budget revision approval, waivers, and related correspondence.	Break file at end of fiscal year and place in inactive file. Retire inactive file to a Federal Records Center when 3 years old. Destroy when 6 years old. (NARA Job NC1-207-79-12, item 17)
18.	Financial reports consisting of statements of operating receipts and expenditures, supporting data and related correspondence.	Break file at end of fiscal year and place in inactive file. Retire inactive file to a Federal Records Center when 3 years old. Destroy when 6 years old. (NARA Job NC1-207-79-12, item 18)
19.	Records relating to payments made in lieu of taxes, Public Voucher for Payments Made to Taxing District in Lieu of Taxes, tax reports, correspondence, and other documents supporting payments.	Break file at end of fiscal year and place in inactive file. Retire inactive file to a Federal Records Center when 3 years old. Destroy when 6 years old. (NARA Job NC1-207-79-12, item 19)
20.	Case files consisting of the Advance Note, Requisition for Funds, General Certificate, Certificate of Purpose, Note Signature Certificate, and other related documents and correspondence.	Destroy 3 years after date of payment of respective note. (NARA Job NC1-207-79-12, item 20)
21.	Case files or records relating to temporary financing of housing projects, consisting of	

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	Note Transcript, Requisition for Funds, Note Signature Certificate, Requisition Agreement, Public Housing Agency Resolution, minutes of meetings, Certificate as to Transmission of Temporary Notes and supporting documents, and other related documents required for temporary financing.	
	a. Case files relating to temporary financing prior to permanent financing.	Destroy 10 years after the Annual Contributions Contract is executed (approved). (NARA Job NC1-207-79-12, item 21a)
	b. Case files relating to temporary financing after permanent financing.	Destroy 4 years after date of permanent financing. (NARA Job NC1-207-79-12, item 21b)
22.	Case files of records relating to permanent financing of housing projects, consisting of Permanent Note, Requisition for Funds, Note Transcript, Note Signature Certificate, Amendments, Bond Transcript, minutes of meetings of public housing agency and other related documents required for permanent financing.	Destroy 6 years after all obligations, contracts, and liabilities have been paid and satisfied in full. (NARA Job NC1-207-79-12, item 22)
23.	File of individual mortgages of rural low-income housing projects held by HUD containing a copy of the mortgage, copy of the mortgage note, and related correspondence.	Place in inactive file upon issuance of mortgage release and retire to the Federal Records Center 2 years thereafter. Destroy 6 years after date of release of HUD mortgage interest. (NARA Job NC1-207-79-12, item 23)

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Item No.	Description of Records	Disposition
24.	Reports on fiscal audits of public housing agencies which contain the auditor's comments, balance sheets, and Notices of Exceptions and Findings which reflect noncompliance with HUD policies and contractual provisions.	
a.	Reports on Audit involving development costs.	Destroy after Actual Development Cost Certificate is issued. (NARA Job NC1-207-79-12, item 24a)
b.	All other Reports on Audit.	
(1)	Reports on Audit containing Notices of Exceptions and Findings, or items requiring follow-up.	Destroy 3 years after corrective action on all Exceptions and Findings requiring follow-up has been completed. (NARA Job NC1-207-79-12, item 24b(1))
(2)	Reports on Audit containing no Notices of Exceptions and Findings or items requiring any follow-up.	Destroy 3 years after date of memorandum transmitting report to the Regional Office. (NARA Job NC1-207-79-12, item 24b(2))
Public Housing Development, Design and Construction		
25.	Development Program, supporting documents, and related correspondence for each public housing project.	Retire to a Federal Records Center when an Actual Development Cost Certificate is issued. Destroy 5 years after issuance of the Actual Development Cost Certificate. (NARA Job NC1-207-79-12, item 25)
26.	Development cost forms and related papers relative to the development cost of projects.	

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Item No.	Description of Records	Disposition
	a. Actual Development Cost Certificate and supporting documents (Development Cost Control Statement and Breakdown of Construction and Equipment Costs), Determination of Minimum Development Cost (latest), and all Development Cost Budgets.	Retire to a Federal Records Center after issuance of the Actual Development Cost Certificate. Destroy after all HUD financial interest is liquidated. (NARA Job NC1-207-79-12, item 26a)
	b. All other documents.	Destroy 3 years after issuance of the Actual Development Cost Certificate. (NARA Job NC1-207-79-12, item 26b)
27.	Low-Rent Housing Project Planning Correspondence File, containing copies of correspondence and documents relating to planning aspects of the selection of sites, project and city planning, and technical assistance and advice.	Destroy 6 years after final settlement of the Construction Contract. (NARA Job NC1-207-79-12, item 27)
28.	Subject and project files containing correspondence, documents, and drawings relating to technical and engineering aspects of site planning for housing projects. Includes plans reviewed for the selection of sites, reports of surveys and studies, research and background material, and tentative and final site approvals.	Destroy 5 years after construction is completed. (NARA Job NC1-207-79-12, item 28)

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Item No.	Description of Records	Disposition
29.	Site acquisition records, including copies of contracts for survey, for title information or legal services, for appraisals, and for securing options; appraisals and appraisal reports; surveys; site maps; perimeter descriptions; and other related documents and correspondence including form HUD-5922, Final Report on Completed Land Acquisition, and form HUD-5325, Land Summary.	Close file and retire to a Federal Records Center when Actual Development Cost Certificate is issued. Destroy 6 years after the Actual Development Cost Certificate is issued. (NARA Job NC1-207-79-12, item 29)
30.	Preliminary documents, including preliminary specifications, drawings, utility analysis, and other related documents and correspondence.	Close case and move to inactive file when validly executed contract documents are approved. Destroy inactive case file after final settlement of the construction contract. (NARA Job NC1-207-79-12, item 30)
31.	Architect's and Engineer's Contract File. Includes contract forms, fee schedules, correspondence and other papers relating to administration and payment. Also includes project diagrams and photographs made before demolition or construction and during construction.	Retire to a Federal Records Center after final settlement of the Construction Contract. Destroy 6 years after final settlement of the Construction Contract. (NARA Job NC1-207-79-12, item 31)
32.	Project docket file. Consists of demolition, construction, equipment and	Close file and retire to a Federal Records Center after the Actual Development Cost

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No.	Description of Records	Disposition
	landscape contract forms, specifications, Turnkey Contracts of Sale, plans, addenda, change orders, construction inspection reports, guarantee bonds or similar warranties, and Certificates of Completion. Also includes project diagrams and photographs made after the project is completed.	Certificate is issued. Destroy 6 years after the Actual Development Cost Certificate is issued. (NARA Job NC1-207-79-12, item 32)
33.	Correspondence, field reports and other documents concerning the administration and payment of demolition, construction, equipment, and landscape contracts.	Retire to a Federal Records Center after final settlement of the contract. Destroy 6 years after final settlement of the contract. (NARA Job NCI-207-79-12, item 33)
34.	Project and subject files containing correspondence and documents, plans, and tracings relating to research, survey, and studies of the design and construction of public housing for the development of standards.	
a.	Files required for research and reference purposes.	Destroy 5 years after construction is completed or when research and reference value ceases, whichever is later. Review annually. (NARA Job NC1-207-79-12, item 34a)

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No.	Description of Records	Disposition
b.	All other files.	Destroy 5 years after construction is completed. (NARA Job NC1-207-79-12, item 34b)

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| <p>35. Project and subject files containing correspondence and documents and structural plans relating to the structural design of public housing projects. Includes material relating to site preparation and foundations of housing projects; basic research material on steel, clay, wood, and other materials; material relating to site and structural plans of housing projects; and reports of tests conducted on housing projects.</p> | <p>Destroy 5 years after construction is completed. (NARA Job NC1-207-79-12, item 35)</p> |
| <p>36. Subject files containing correspondence and documents relating to specifications used in projects. Includes original drawings and sketches used in bulletins, background material and notes and reports.</p> | <p>Destroy when 5 years old. (NARA Job NC1-207-79-12, item 36)</p> |

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No.	Description of Records	Disposition
37. Cultural Design Awards. These awards are given annually to organizations involved in Native American design and construction. Files related to these awards are not maintained at the State and Area Office levels. They are maintained at HUD Headquarters.		
a. Nomination Files. Consist of nomination forms and project descriptions (applications). Nomination files received may also contain photographs, blueprints, drawings, schematics or other items to support the nomination.		
(1)	Winners	PERMANENT. Cut off at end of calendar year in which award competition is completed. Transfer to the NARA 2 years after the cut off. (NARA Job N1-207-95-8, item 37 a (1))
(2)	Losers	Cut off at end of calendar year in which award competition is completed. Destroy 2 years after the cut off. (NARA Job N1-207-95-8, item 37a (2))
b. Program Files. Consist of award rule; award categories; list of judges; list of nominees; which tally sheets; list of award winners; and award presentation date. They are generated each year the award is ran.		
		PERMANENT. Cutoff at end of calendar year in which award competition is completed. Transfer to the NARA 2 years after the cut

off. (NARA Job N1-207-95-8,
item 37 b)

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Item No.	Description of Records	Disposition
	c. Judges Score sheets.	Cut off at end of calendar year in which award competition is completed. Destroy 2 years after the cut off. (NARA Job N1-207-95-8, item 37 c)
38.	Technical publications, catalogs and requests.	
	a. Requests for technical publications and catalogs.	Destroy 3 months after transmittal of the publications requested. (NARA Job NC1-207-79-12, item 38 a)
	b. Technical publications and catalogs.	Destroy when superseded or obsolete. (NARA Job NC1-207-79-12, item 38 b)

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Item No.	Description of Records	Disposition
39.	Subject files containing reports, designs, and calculations relating to site improvement design and construction for low-rent housing projects. Includes experimental data and research material on surfacing types and community facilities and background and research	Destroy 5 years after construction is completed. (NARA Job NC1-207-79-12, item 39)

material on the design of water, gas, sewerage and drainage systems.

Public Housing Occupancy

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| 40. Occupancy report form files. Includes reports on initial occupancy, continued occupancy, reexamination, annual certification regarding eligible families admitted, and characteristics of families who have applied but not been admitted. Also includes related correspondence and other documents. | Destroy after HUD occupancy audit of public housing agency. (NARA Job NC1-207-79-12, item 40) |
| 41. Project Property Reports Files consisting of correspondence and documents relating to project characteristics such as unit availability, change in number of units, end of initial operating period, and date of full availability. | Destroy 5 years after termination of the Annual Contributions Contract or Administration Contract. (NARA Job NC1-207-79-12, item 41) |

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- | Item No. | Description of Records | Disposition |
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| 42. | Schedule of Rents File containing rent schedules, rent approval sheets, demonstrations of financial feasibility, five-year estimates of average annual rents, five-year estimates of average annual expense, utility allowances, and related correspondence. | Destroy after HUD occupancy audit of public housing agency. (NARA Job NC1-207-79-12, item 42) |
| 43. | Approved Schedules of Maximum Income Limits File containing amendments of eligibility policy on income limits proposal, revision of income | Destroy after HUD occupancy audit of public housing agency. (NARA Job NC1-207-79-12, item 43) |

limits, economist's review of proposal for schedule of maximum income limits, revision of maximum income limits, proposal for special admission limits for displaced families, and related correspondence.

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| 44. | Subject file consisting of correspondence and documents relating to tenant activities on housing projects such as use and operation of community facilities, Boy Scout and Girl Scout activities, child care, playground, tenant organizations, and other recreational activities. | Destroy after HUD occupancy audit of public housing agency. (NARA Job NC1-207-79-12, item 44) |
| 45. | Compliance Review File consisting of correspondence relating to possible | Destroy after HUD occupancy audit of public housing agency. (NARA Job NC1-207-79-12, item 45) |

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No.	Description of Records	Disposition
	violation of HUD policy on occupancy of housing projects, as shown in reports received from public housing agencies.	
46.	Occupancy Audit Reports Files containing the report on audit and related correspondence and documents on such occupancy matters as tenant eligibility for low-income housing; verification of income for admission and continued occupancy; order of preferences for admission; rents; methods and techniques for tenant selection; reexamination changes in scheduling of annual reexamination; and public housing agency letter of certification of eligibility of families.	Destroy 1 year after findings resulting from HUD occupancy audit of public housing agency are closed. (NARA Job NC1-207-79-12, item 46)
47.	General working file containing	Destroy 1 year after

copies of occupancy correspondence,
notes, and documents for
Occupancy Auditors.

findings resulting from
HUD occupancy audit of
public housing agency
are closed. (NARA Job
NC1-207-79-12, item 47)

Public Housing Maintenance Engineering, Utilities
and Other Project Services

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| 48. Maintenance Engineering Survey
File containing the engineer's
findings on the operation and
maintenance of the physical
plant, record of observations,
and photographs of the condition
of the physical plants and grounds. | Destroy when superseded
by two surveys. (NARA
Job NC1-207-79-12, item
48) |
| 49. RESERVED. | |

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Item No.	Description of Records	Disposition
50.	Correspondence, research papers, technical publications, and technical reports on operating maintenance and construction problems.	Destroy when no longer needed for reference. Review annually. (NARA Job NC1-207-79-12, item 50)
51.	Correspondence, catalogs, pamphlets, technical publications, and reports regarding investigations of equipment, materials, costs, and methods for the improvement of project operation and maintenance.	Destroy when no longer needed for reference. Review annually. (NARA Job NC1-207-79-12, item 51)
52.	Project and subject files containing correspondence and documents relating to utility services and equipment. Includes utility contracts; utility consumption and costs; specifications, bids, and acceptance of utility services; review of utility services for possible economies; analysis of utility services to effect	

operating improvements;
valuations of HUD-owned utility
systems; and assistance in the
sale of utility systems.

- a. Long-term summary
reports of utility
experience.

Destroy when
administration and
management value has
expired. Review
annually. (NARA Job
NC1-207-79-12, item 52a)

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Item No.	Description of Records	Disposition
	b. Other files.	Destroy when 5 years old. (NARA Job NC1-207-79-12, item 52b)
53.	Subject files containing correspondence and documents relating to electrical equipment for housing projects. Includes research and background material on conduits, boxes, interior wiring, and electric meters and reports on tests of electrical equipment.	Destroy 3 years after HUD management review and maintenance survey of public housing agency. (NARA Job NC1-207-79-12, item 53)
54.	Subject and project files containing correspondence, documents, and drawings relating to plumbing and heating for housing projects. Includes reports of tests and evaluations of heating and water systems and research and background material on heating and water systems.	Destroy 3 years after HUD management review and maintenance survey of public housing agency. (NARA Job NC1-207-79-12, item 54)
55.	Subject File consisting of correspondence and documents relating to general studies. Includes studies on garbage and trash disposal, kitchen and laundry operations, central laundry, furniture repair, and central storage; reports and background material; and community building plans.	Destroy 3 years after HUD management review and maintenance survey of public housing agency. (NARA Job NC1-207-79-12, item 55)

56.	Management contracts for project services and related correspondence.	Retire to a Federal Records Center 1 year after contract termination and final settlement. Destroy 6 years after contract termination and final settlement. (NARA Job NC1-207-79-12, item 56)
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Item No.	Description of Records	Disposition
57.	Consolidated Supply Contracts (equipment and maintenance items). Includes bid format, abstract of bids, unsuccessful bids, mailing lists, and related correspondence.	Place in inactive file when contract expires and retire to a Federal Records Center 1 year thereafter. Destroy 6 years after the contract expires. (NARA Job NC1-207-79-12, item 57)
58.	Correspondence, descriptive literature, specifications, and other material pertaining to the various items covered by consolidated supply contract.	Destroy when superseded. Review annually. (NARA Job NC1-207-79-12, item 58)
59.	Copies of public housing agency purchase orders, statements of purchases, invoices, shipping tickets, property surveys, property survey action, bid tabulations, related correspondence, and other material relating to personal property operations.	Place in the inactive file when 1 year old and retire to a Federal Records Center. Destroy when 6 years old. (NARA Job NC1-207-79-12, item 59)

Public Housing Modernization

60.	Public housing agency applications (preliminary and final) for Modernization, supporting documents, and related correspondence.	
a.	Approved applications.	Retire to a Federal Records Center after Actual Modernization Cost Certificate is approved. Destroy 5

years after Actual
Modernization Cost
Certificate is approved.
(NARA Job NC1-207-84-3,
item 60a)

- b. Disapproved or withdrawn
applications.

Place in inactive file
upon disapproval or
withdrawal. Destroy 2
years after disapproval
or withdrawal. (NARA
Job NC1-207-84-3, item
60b)

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Item No.	Description of Records	Disposition
61.	HUD Modernization Lists.	
a.	Record copies kept by the Office of Finance and Accounting.	Destroy 3 years after Annual Contributions Contract termination. (NARA Job NC1-207-84-3, item 61a)
b.	Nonrecord copies used by Office of Public and Indian Housing as working copies.	Destroy when Annual Contributions Contract terminates. (NARA Job NC1-207-84-3, item 61b)
62.	Documents relating to Modernization construction and equipment contracts, Architect and Engineer agreements, related correspondence and reports.	Destroy when Actual Modernization Cost Certificate is approved. (NARA Job NC1-207-84-3, item 62)
63.	Modernization progress reports, work program revisions, and budget revisions other than the latest approved Budget.	Destroy when Actual Modernization Cost Certificate is approved. (NARA Job NC1-207-84-3, item 63)
64.	Documents required for advances of funds.	
a.	Record copies kept by the Office of Finance and Accounting.	Destroy 5 years after Annual Contributions Contract termination. (NARA Job NC1-207-84-3,

		item 64a)
	b. Nonrecord copies used by Office of Public and Indian Housing as working copies.	Destroy when Actual Modernization Cost Certificate is approved. (NARA Job NC1-207-84-3, item 64b)
65.	Actual Modernization Cost Certificate and supporting documents (latest approved Budget).	
	a. Record copies kept by the Office of Finance and Accounting.	Destroy 5 years after Annual Contributions Contract termination. (NARA Job NC1-207-84-3, item 65a)
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Item No.	Description of Records	Disposition
	b. Nonrecord copies used by Office of Public and Indian Housing as working copies.	Destroy when Annual Contributions Contract terminates. (NARA Job NC1-207-84-3, item 65b)
66.	RESERVED.	

Section 8 Rental Assistance Program

Records included in items 67 through 73 pertain to the following Section 8 Housing Assistance Payments (HAP) and Section 23 Programs: New Construction, Substantial Rehabilitation, Existing, Farmers Home Administration Section 515 FmHA Set-Aside Program, and Housing Finance and Development Agencies (HFDA) Program.

67.	Notification of Fund Availability (NOFA) material, allocation plans, and schedules.	Destroy 2 years after NOFA issued. (NARA Job NC1-207-79-12, item 67)
68.	Project File. Includes organization transcripts; proposals for new construction and rehabilitation, review material and related correspondence; management policies; Housing Assistance Payments (HAP) agreements and contracts; Lists of Preliminary Loan Contracts and Annual	

Contributions Contracts (ACC) for Section 8 projects; reviews of estimates of ACC required, preliminary expenses and other financial documents; site material including Environmental Clearance forms, maps and A-95 clearinghouse comments; Architect's Certifications for new construction and rehabilitation projects; and project-related correspondence.

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| a. | When project is approved. | Destroy 6 years after HAP contract expires. (NARA Job NC1-207-79-12, item 68a) |
| b. | When project is approved and later cancelled. | Destroy 3 years after cancellation. (NARA Job NC1-207-79-12, item 68b) |

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
	c. When project is not approved.	Destroy 3 years after disapproval. (NARA Job NC1-207-79-12, item 68c)
69.	Correspondence not related to a specific project. Includes routine requests for information, complaints and other routine program matters not otherwise provided for in this schedule.	Break file at end of fiscal year. Destroy at end of following fiscal year. (NARA Job NC1-207-79-12, item 69)
70.	General Management File. Includes project and subject files of correspondence and documents relating to management reviews, management agreements, audit reports, status reports of management operations, trip reports, and management checklists.	Place in inactive file when 3 years old. Destroy when 6 years old. (NARA Job NC1-207-79-12, item 70)
71.	Occupancy File. Includes occupancy audit reports; tenant applications; recertifications; documents relating to eligibility, admissions, initial	Destroy 1 year after findings resulting from HUD occupancy audit are closed. (NARA Job NC1-207-79-12, item 71)

occupancy, and tenant characteristics; and correspondence and other documents related to occupancy.

- | | |
|--|--|
| 72. Maintenance Engineering, Utilities and Other Project Services File. This file includes documents and records related to the maintenance engineering functions, utility allowances, inspection forms by public housing agencies and | Place in inactive file when 3 years old. Destroy when 6 years old. (NARA Job NC1-207-79-12, item 72) |
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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
	owners and related correspondence, and management contracts for project services and related correspondence.	
73.	Financial File. This file contains documents such as requests for Housing Assistance Payments (HAP) by owners and public housing agencies; rent adjustment correspondence; management reviews and trip report files containing correspondence and documents relating to management audit of owners and public housing agency records; financial forms submitted in support; General Accounting Office exceptions file, consisting of correspondence and documents regarding recommendations as to the disposition of GAO exceptions, files containing forms and documents and related policies.	Place in inactive file at end of 3rd fiscal year after execution of contract. Destroy 6 years after contract termination. (NARA Job NC1-207-79-12, item 73)

Related Automatic Data Processing ADP Records

74. Low income public housing/rental assistance ADP records. This item covers ADP records relating

to the programs covered by this schedule. Specifically, this item covers records of the following ADP systems: Bond Maturity Schedule System, Low Rent Housing (LRH) Occupancy Systems, Lower Income Assistance Program System (LIAPS), Modernization Program Reporting System (MPRS). Public Housing

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RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
	Agency (PHA) Address Directory System, Public Housing Agency (PHA) Operating Statement System, Section 8 Management Information System, Subsidized Housing--Admissions/Continued Occupancy (SHACO) System, Target Project Program System (TPPS), and Tenant Application Profiles System (TAPS).	
a.	Documentation files. Cover those records required for servicing machine-readable records--for converting them from human-readable information to encoded data and vice versa. These are an organized series of descriptive documents required to initiate, develop, operate and maintain specific applications of ADP systems.	
(1)	Lower Income Assistance Program System (LIAPS) documentation file.	
(a)	Copy of current system documentation file.	PERMANENT. Transfer immediately a copy of current file to NARA along with related master file. Offer future updates to NARA

on an annual basis.
(NARA Job NC1-207-79-12,
item 74a(1)(a))

(b) System documentation
file maintained by
HUD.

Destroy 1 year after
system is placed on
inactive list. (NARA
Job NC1-207-79-12, item
74a (1)(b))

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
(2)	Subsidized Housing-- Admissions/Continued Occupancy (SHACO) System documentation file.	
(a)	Copy of current system documentation file.	PERMANENT. Transfer immedi- ately a copy, of current file to NARA along with related master file. Offer future updates to NARA on an annual basis. (NARA Job NC1-207-79- 12, Item 74 a(2)(a))
(b)	System documentation file maintained by HUD.	Destroy 1 year after system is placed on inactive list. (NARA Job NC1-207-79-12, item 74a(2)(b))
(3)	Other nonpermanent systems' documentation files.	Destroy 1 year after system is placed on inactive list. (NARA Job NC1-207-79-12, item 74a(3))
b.	Input documents.	
(1)	Forms, reports and other documents intended solely to serve as inputs to the system.	Destroy after data has been entered into the system and verified. (NARA Job NC1-207- 79-12, Item 74b(1))
(2)	Forms, reports and other documents which serve	Use the appropriate item in the previous sections of this

other program uses in
addition to serving as
inputs to the system.

schedule.

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
c.	Processing files. Those machine-readable files (from work files and raw data input files to publication files and security backup files) which are used to create and use a master file.	
	(1) Bond Maturity Schedule System.	Scratch 30 days after tape is created. (NARA Job NC1-207-79-12, item 74c(1))
	(2) All other ADP systems.	Scratch after third update cycle. (NARA Job NC1-207-79-12, item 74c(2))
d.	Master file. Constitutes the definitive state of a data file in a system at a given time.	
	(1) While the system is operational.	
	(a) Bond Maturity Schedule System.	Scratch 30 days after tape is created. (NARA Job NC1-207-79-12, item 74d(1)(a))
	(b) Low Rent Housing (LRH) Occupancy System.	Scratch after fifth update cycle. (NARA Job NC1-207-79-12, item 74d(1)(b))
	(c) Lower Income Assistance Program System (LIAPS).	
	1 Copy of current master file.	PERMANENT. Transfer copy of the current master file to NARA

immediately and offer
future updates to NARA
on an annual basis.
(NARA Job NC1-207-79-12,
item 74d(1)(c)1)

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
	2 Copy of master file retained in HUD tape library.	Scratch after sixth update cycle. (NARA Job NC1-207-79-12, item 74d(1)(c)2)
	(d) Public Housing Agency (PHA) Address Directory System.	Scratch after next update. (NARA Job NC1-207-79-12, item 74d(1)(d))
	(e) Section 8 Management Information System. This system has an extract file which consists of partial data extracted to produce monthly Cumulative and Summary Reports. This file is not an exact copy of the data available in the system. The disposition given is for this extract file.	Scratch after third update cycle. (NARA Job NC1-207-79-12, item 74d(1)(e))
	(f) Subsidized Housing--Admissions/ Continued Occupancy (SHACO) System.	
	1 Copy of current master file.	PERMANENT. Transfer copy of the current master file to NARA immediately and offer future updates to NARA

on an annual basis.
(NARA Job NC1-207-79-12,
item 74d(1)(f)1)

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LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Item No.	Description of Records	Disposition
	2 Copy of master file retained in HUD tape library.	Scratch after tenth update cycle. (NARA Job NC1-207-79-12, item 74d(1)(f)2)
	(g) Tenant Application Profile System (TAPS).	Scratch after third update cycle. (NARA Job NC1-207-79-12, item 74d(1)(g))
	(h) The other 3 Systems: Modernization Program Reporting (MPRS); Public Housing Agency (PHA) Operating Statement; and Target Project Program (TPPS).	
	1 Master file produced by the fourth (final) quarterly update each year.	Scratch 5 years after creation. (NARA Job NC1-207-79-12, item 74d(1)(h)1)
	2 Master file produced by the other quarterly updates each year.	Scratch after fourth (final) quarterly update each year. (NARA Job NC1-207-79-12, item 74d(1)(h)2)
	(2) When the system is deleted from the inventory of active systems.	Destroy 1 year after system is placed on inactive list. (NARA Job NC1-207-79-12, item 74d(2))
e.	Printouts, output reports.	Destroy when superseded, obsolete or no longer needed for reference. (NARA Job NC1-207-79-12, item 74e)

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RECORDS DISPOSITION SCHEDULE 35
LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

System Name: Multifamily Tenant Characteristics System (MTCS)
System Code: F86

Description: MTCS is a mainframe system used to maintain input data at Headquarters. It is the central repository for data on households assisted by Section 8 (Moderate Rehabilitation Program, Rental Certificate and Voucher Programs), Public Housing and Native American Housing programs managed by the Office of Public and Indian Housing (PIH). This data is used to monitor compliance with a wide variety of statutory and regulatory requirements set forth by the PIH and the office of Fair Housing and Equal Opportunity. In addition, the Office of Policy Development and Research uses MTCS data to develop policies and to monitor HUD assisted housing programs. MTCS is the only source of detailed tenant data which identifies families covered by assisted housing programs. As such, this data is held under the Privacy Act System of Records (agency number HUD/H-11, Multifamily Tenant Characteristics Data). This system is not used for financial transactions.

Item

No.	Description of Records	Disposition
75.	a. Work files. Consist of temporary files used to process data.	Delete when no longer needed. (NARA Job N1-207-96-5, item 75 a)
	b. Test files. Consist of data used to assure program accuracy.	Delete from mass storage and move to tape if not accessed within 45 days. Destroy tape if not accessed within 1 year. (NARA Job N1-207-96-5, item 75 b)

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RECORDS DISPOSITION SCHEDULE 35
LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

System Name: Multifamily Tenant Characteristics System (MTCS)
System Code: F86

Item

No.	Description of Records	Disposition
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- c. Documentation. Consists of an organized series of descriptive documents required to initiate, develop, operate and maintain specific applications of automated data processing systems. Includes, but not limited to the completed: inventory listing of files, being transferred with record count, records layout with data elements numbered, data elements dictionary, Privacy Act system notice covering the records when applicable; and the Technical Description for Transfer of Electronic Records to the National Archives (NA Form 14097) or its equivalent.
- PERMANENT. Transfer 1 copy of current file to the National Archives (NA) with related data files.
(NARA Job N1-207-96-5, item 75 C)
- (1) Documentation Updates. PERMANENT. Transfer 1 copy of updates to NA with the related data files.
(NARA Job N1-207-96-5, item 75 c (1))

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RECORDS DISPOSITION SCHEDULE 35

LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

System Name: Multifamily Tenant Characteristics System (MTCS)
System Code: F86

Item

No.	Description of Records	Disposition
(2)	Documentation replaced by updates.	Dispose after replacement updates have been received by NA. (NARA Job N1-207-96-5, item 75 c (2))
(3)	Documentation updates no longer being replaced, updated, used or needed by HUD.	PERMANENT. Transfer the original set to NA with the related transaction files before the system becomes inactive, is replaced, suspended or deleted whichever is sooner. (NARA Job N1-207-96-5, item 75 c (3))
d.	Input. Consists of media used solely to enter data into the system.	
(1)	Transaction files.	Destroy when no longer

Consist of automated needed.
data files on tapes (NARA Job N1-207-96-5, item 75 d (1))
received and maintained
monthly by System Manager.
These files are written in
ASCII with all extraneous
control characters removed
from the data and blocked
not higher than 32,760 bytes
per block. Are used to update
the current version of data
file/master file in the
system each month.

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LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

System Name: Multifamily Tenant Characteristics System (MTCS)
System Code: F86

Item

No.	Description of Records	Disposition
(2)	Transaction file updates.	Destroy when no longer needed. (NARA Job N1-207-96-5, item 75 d (2))
(3)	Transaction files no longer used or needed to update data files.	Destroy when no longer needed. (NARA Job N1-207-96-5, item 75 d (3))
(4)	Table files (used to provide specific information unique to a program.	Delete when 1 year old. (NARA Job N1-207-96-5, item 75 d (4))
e.	Data files. Reflect the current version of data in the system at a given time.	
(1)	For the time period covering the initial operation of the system (12/89) through 2/94.	PERMANENT. Transfer an ASCII copy immediately to NA. (NARA Job N1-207-96-5, item 75 e (1))
(2)	For the time period covering 3/94 to the present.	PERMANENT. Transfer a current ASCII copy of the data files to the NA every 5 years beginning 3/99. (NARA Job N1-207-96-5, item 75 a (2))

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RECORDS DISPOSITION SCHEDULE 35
LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS
System Name: Multifamily Tenant Characteristics System (MTCS)
System Code: F86

Item No.	Description of Records	Disposition
f.	Output.	
(1)	History files. Consist of obsolete master or transaction files for historical use or reference.	
(a))	(a) End of quarter history files	Delete when 3 years old. (NARA Job N1-207-96-5, item 75 f (1))
(b))	(b) All other history files.	Delete when 14 days old. (NARA Job N1-207-96-5, item 75 f (1))
(2)	Output report files.	Delete when 14 days old. (NARA Job N1-207-96-5, item 75 f (2))
(3)	Output reports (paper, diskettes, microfiche).	
(a)	Master set kept by system sponsor.	
1)	1 Annual reports.	Destroy when 3 years old. (NARA Job N1-207-96-5, item 75 f (3) (a))
	2 Semiannual reports.	Destroy upon receipt of annual report summarizing the monthly reports. (NARA Job N1-207-96-5, item 75 f (3) (a) 2)
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LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS
System Name: Multifamily Tenant Characteristics System (MTCS)
System Code: F86

Item No.	Description of Records	Disposition
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- 3 Monthly reports. Destroy upon receipt of annual report summarizing the monthly reports.
(NARA Job N1-207-96-5, item 75 f (3) (a) 3)
- 4 Weekly reports. Destroy upon receipt of monthly report summarizing the weekly reports.
(NARA Job N1-207-96-5, item 75 f (3) (a) 4)
- 5 Daily reports. Destroy upon receipt of weekly report summarizing the daily reports.
(NARA Job N1-207-96-5, item 75 f (3) (a) 5)
- 6 As requested reports. Destroy when 1 year old.
(NARA Job N1-207-96-5, item 75 f (3) (a) 6)
- (b) All other sets.
 - 1 Annual reports. Destroy when 1 year old.
(NARA Job N1-207-96-5, item 75 f (3) (b) 1)
 - 2 Semiannual, monthly, weekly and daily reports. that summarizes as specified in f(3)(a)2, 3, 4 and 5 as appropriate.
(NARA Job N1-207-96-5, item 75 f (3) (b) 2)
 - 3 As requested reports. Destroy when 1 year old.
(NARA Job N1-207-96-5, item 75 f (3) (b) 3)

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RECORDS DISPOSITION SCHEDULE 35
LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

System Name: Multifamily Tenant Characteristics System (MTCS)
System Code: F86

Item

No.	Description of Records	Disposition
	(4) Data files (used to provide formatted data to other systems or programs).	Delete 45 days after data has been provided and verified. (NARA Job N1-207-96-5, item 75 f (4))
g.	Security backup files. Consist of data identical to physical format to a master file or data base and kept in case the master file or data base is damaged or erased.	
	(1) Files identical to re-	Delete when the

cords scheduled as permanent.

identical records have been successfully copied, verified and transferred to the NA or when replaced by subsequent security backup files. (NARA Job N1-207-96-5, item 75 g (1))

(2) Files identical to records scheduled as temporary.

Delete when identical records have been deleted or when replaced by subsequent security backup files. (NARA Job N1-207-96-5, item 75 g (2))

h. System program library file. Consists of all programs and job control statements/instructions needed to run a system.

Delete 3 years after system or program is replaced on inactive list. (NARA Job N1-207-96-5, item 75 h)

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RECORDS DISPOSITION SCHEDULE 35
LOW-INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE RECORDS

System Name: Multifamily Tenant Characteristics System (MTCS)
System Code: F86

Item

No. Description of Records

Disposition

i. Data base file. Consists of an organized collection of data, designed to serve the user organization's needs.

Purge contents of file (data/records) and write to history file when inactive for 1 year.

(NARA Job N1-207-96-5, item 75 i)

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RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

SYSTEM NAME: Community Development Block Grant (CDBG) Indian Program System

SYSTEM CODE: C01

DESCRIPTION: The CDBG Indian Program System (C01 System) is a microcomputer system which functions as an applicant selection

and program analysis device for Indian CDBG program funds, on a fiscal year basis. During applicant selection, Office of Native American Program staff members use the C01 System to score data input from applications submitted in competition for Indian CDBG program funds. This applicant selection process is explained in the Notice of Fund Availability (NOFA), published annually in the Federal Register. After applicants have been selected to receive Indian CDBG funding, C01 System data input are transferred to Public and Indian Housing (PIH) in HUD Headquarters for program analyses. The C01 System is not used for financial transactions.

Item No.	Description of Records	Disposition
76.		
76. a.	System documentation. Consists of an organized series of descriptive documents required to initiate, develop, operate and maintain specific applications of automated data processing systems. Includes, but not limited to the completed: inventory listing of files being transferred with record count; records layout with data elements numbered; data elements dictionary; Privacy Act system notice covering the records when applicable; and the Technical Description for Transfer of Electronic Records to the National Archives (NA Form 14097) or its equivalent.	Dispose of after the system is replaced or deleted, whichever is sooner. (NARA Job N1-207-96-7, item 76a)

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RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

SYSTEM NAME: Community Development Block Grant (CDBG) Indian Program System

SYSTEM CODE: C01

Item No.	Description of Records	Disposition
(1)	System documentation updates. Replace or re-	Dispose of after the system is replaced or

- | | |
|--|---|
| <p>vise the previous system documentation used as master set.</p> <p>(2) System documentation replaced by updates.</p> <p>(3) System documentation final master set. No longer updated, being replaced, needed or used by HUD.</p> | <p>deleted, whichever is sooner. (NARA Job N1-207-96-7, item 76a(1))</p> <p>Dispose of after related data files have been disposed. (NARA Job N1-207-96-7, item 76a(2))</p> <p>Dispose of after the system is replaced or deleted, whichever is sooner. (NARA Job N1-207-96-7, item 76a(3))</p> |
|--|---|

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RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

SYSTEM NAME: Community Development Block Grant (CDBG) Indian Program System

SYSTEM CODE: C01

Item

No. Description of Records

Disposition

b. Administrative correspondence.

- (1) General correspondence from various tribes and other parties relating to Indian CDBG funds. This includes photocopies of NOFAs stocked for the year.

Dispose of after 1 year old. (NARA Job N1-207-96-7, item 76b(1))

- (2) Paper applications submitted to receive Indian CDBG funds.

Dispose of after 5 years and 30 days after the date Indian CDBG funds have been awarded. (NARA Job N1-207-96-7, item 76b(2))

c. Data Input.

- (1) Office of Native American Program (ONAP) data input. Data from paper applications used

Verify and transfer 1 copy to HUD Headquarters annually (at the end of each calendar

for scoring and selecting applicants.

year) after selecting applicants. Delete after 3 years old. (NARA Job N1-207-96-7, item 76c(1))

- (2) Headquarters data files. Consist of data transferred to Headquarters from ONAP data input.

Break file annually (at the end of each calendar year) and delete when 1 year old. (NARA Job N1-207-96-7, item 76c(2))

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RECORDS DISPOSITION SCHEDULE 35

LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

SYSTEM NAME: Community Development Block Grant (CDBG) Indian Program System

SYSTEM CODE: C01

Item No.	Description of Records	Disposition
d.	Output files. Consist of various hardcopy reports.	Dispose of when no longer needed. (NARA Job N1-207-96-7, item 76d)
e.	Software.	Dispose of when no longer needed. (NARA Job N1-207-96-7, item 76e)

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RECORDS DISPOSITION SCHEDULE 35

OFFICE OF PUBLIC AND INDIAN HOUSING

OFFICE OF TROUBLED AGENCY RECOVERY (OTAR)

The Office of Troubled Agency Recovery , (OTAR) is to coordinate with all program areas to support the recovery of

troubled Public Housing Authorities (PHA), thereby ensuring the provision of decent, safe, and sanitary housing for all public housing residents. It is OTAR's responsibility to assist troubled PHAs to reach standard or better performance through the development and implementation of sustainable solutions. The scope of this effort encompasses all troubled PHAs nationally, including both the administration of all Low Rent Public Housing and tenant-based Section 8 programs. As a part of that effort, Troubled Agency Recovery Centers (TARC) will concentrate on the use of technical assistance contracts or grants provided to the PHAs in order to effect recovery. All areas of a PHA will be analyzed and targeted for improvement including community relations and involvement, financial and management improvements, and community revitalization.

Item

No.	Description of Records	Disposition
77	1. Program Subject Files. Contains office correspondence, HUD distributed reports, program budget and operational plans, contracts, Memoranda of Understanding (MOUs), audit reports, and related materials. Arrangement: alphabetical by subject title. Dates: 1998 - Present. Accumulation: 5 cubic feet.	Temporary. Cut off at end of calendar year. Retire to records center 1 year after cutoff. Destroy 3 years after Cutoff. (NARA Job No. Estimated annual N1-207-02-1, item 1.)
	2. Troubled PHA Case Files. Contains documentation on causes of a PHA's assessment failure, particularly in the following areas: management operations, financial condition, physical condition, and resident services and satisfaction, as well as recovery plans to effect the PHA's successful assessment in the future. Records include correspondence, memoranda, copies of electronic mail messages, recovery plans, improvement implementation plans, copies of local government hearings, related press releases, copies of court orders, technical support summaries, MOUs, cooperative agreements, audit reports, financial accounts, and other related materials. Arrangement: alphabetical by name of PHA, thereunder by subject. Dates: 1998 - Present. Estimated annual Accumulation: 5 cubic feet. (NOTE: Cases that are appealed go to the Real Estate Assessment Center.)	

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RECORDS DISPOSITION SCHEDULE 35

OFFICE OF PUBLIC AND INDIAN HOUSING

OFFICE OF TROUBLED AGENCY RECOVERY (OTAR)

Item

No.	Description of Records	Disposition
	a. Record Copy.	Temporary. Cut off at end of calendar year

Retire to records center

in which case is closed.

2 years after cutoff.
Destroy 6 years after
cutoff. (NARA Job No.
N1-207-02-1, item 2a.)

- b. All other copies. Working case files
for troubled PHAs.
3. Annual Reports and Publications.
Contains the OTAR program Annual
Report, newsletters, pamphlets, brochures,
booklets, Frequently Asked Questions for
distribution, paper version Website published
(captured elsewhere), policy and procedural
Manuals, and other publications. Arrange-
ment: alphabetical by title, thereunder, in
reverse chronological order. Dates: 1998-
Present. Estimated annual accumulation:
5 cubic feet.

Temporary. Cut off at
end of calendar year in
which case is closed.
Destroy 1 year after
cutoff. (NARA Job No.
N1-207-02-1, item 2b.)

PERMANENT. Cut
off at end of calendar
year. Retain on-site
in 3-year blocks.
Transfer to the
oldest publication in
block is 3 years old.
(NARA Job No. N1-207-
02-1, item 3.)

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RECORDS DISPOSITION SCHEDULE 35

OFFICE OF PUBLIC AND INDIAN HOUSING

OFFICE OF TROUBLED AGENCY RECOVERY (OTAR)

Item

Item No.	Description of Record	Disposition
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4. Electronic Copies. Electronic version of records created by
electronic mail and/or word processing applications for the series
contained in this schedule (Office of Troubled Agency Recovery Records)

- a. Copies that have no further administrative
value after the recordkeeping copy is made.
Includes copies maintained by individuals
in personal files, personal electronic mail
directories, or other personal directories
on hard disk or network drives that are
used only to produce the recordkeeping copy.

Temporary. Delete
within 180 days after
the record-keeping
copy has been
produced. (NARA Job
No. N1-207-02-1, item
4A)

- b. Copies used for dissemination, revision,
or updating is complete.

Temporary. Delete when
Dissemination,
revision, or updating
is complete. (NARA
Job No. N1-207-02-1,
item 4b)

RECORDS DISPOSITION SCHEDULE 35
PUBLIC AND INDIAN HOUSING
SPECIAL APPLICATIONS CENTER (SAC)

Item No. Description of Records Disposition

78 The Special Applications Center (SAC) enables the Office of Public and Indian Housing to assist Housing Authorities in their efforts to efficiently and effectively meet the housing needs of their communities through the specialized review and approval of non-funded, non-competitive applications, related to:

Section 18 Application Case Files. Contains Applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records is to seek approval for the document

- a. Disapproved or Withdrawn Temporary. Cut off file Applications. at the end of the calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 78-1a.)
- b. Approved Application Case Temporary. Cut off file at end File-Record Copy. of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 78-1b.)

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APPENDIX 35

RECORDS DISPOSITION SCHEDULE 35

PUBLIC AND INDIAN HOUSING

SPECIAL APPLICATIONS CENTER (SAC)

Item

No. Description of Records Disposition

c. Field Office Copies. Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job N1-207-02-5, item 78-1c.)

d. All Other Copies. Convenience or Temporary. Destroy or delete working copies. file when no longer needed for reference. (NARA Job No. N1-207-02-5, item 78-1d.)

2. Section 202 Applications. Contains Applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to seek approval for and document conversion of residents from low-rent project-based assistance to tenant-based assistance (Section 8). Dates: 1998 to present. Estimated annual accumulation: 1 cubic foot.

a. Disapproved or Withdrawn Temporary. Cut off file at end Applications. of the calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 78-2a.)

b. Approved Application Case Temporary. Cut off file at end File-Record Copy. of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 78-2b.)

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PUBLIC AND INDIAN HOUSING

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c. Field Office Copies. Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 78-2c.)

d. All Other Copies. Convenience Temporary. Destroy or delete or working copies. file when no longer needed for reference. (NARA Job No. N1-207-02-5, item 78-2d.)

3. Homeownership Applications. Contains Applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to seek approval for and document the sale of units under annual contributions contract to residents or individuals who are eligible to become residents. Dates: 1998 to present. Estimated annual accumulation: 4 cubic feet.

a. Disapproved or Withdrawn Temporary. Cut off at end of Applications. the calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 78-3a.)

b. Approved Application Case Temporary. Cut off at end of File-Record Copy. the calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 78-3b.)

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RECORDS DISPOSITION SCHEDULE 35

PUBLIC AND INDIAN HOUSING

SPECIAL APPLICATIONS CENTER (SAC)

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c. Field Office Copies. Temporary. Cut off at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 78-3c.)

d. All Other Copies. Convenience Temporary. Destroy or or working copies. delete file when no longer needed for reference. (NARA Job No. N1-207-02-5, item 78-3d.)

4. Designated Housing. Contains Applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to seek approval for and document the designation of annual contributions contract units for elderly, handicapped or mixed. Dates: 1995 to present. Estimated annual accumulation: 5 cubic feet.

a. Disapproved or Withdrawn Temporary. Cut off file at end of Applications. calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 78-4a.)

b. Approved Application Case Temporary. Cut off at end of the File-Record Copy. calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 78-4b.)

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APPENDIX 35

RECORDS DISPOSITION SCHEDULE 35

PUBLIC AND INDIAN HOUSING

SPECIAL APPLICATIONS CENTER (SAC)

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c. Field Office Copies. Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 78-4c.)

d. All Other Copies. Convenience Temporary. Destroy or delete or working copies. file when no longer needed for reference. (NARA Job No. N1-

207-02-5, item 78-4d.)

5. Eminent Domain Applications. Contains applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to seek approval for and document the taking of a project or portion of a project by an agency that has the power of eminent domain under State law. Dates: 1998 to present. Estimated annual accumulation: 1 cubic feet.

a. Disapproved or Withdrawn Temporary. Cut off file at end

Applications. of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 3 years after cutoff. (NARA Job No. N1-207-02-5, item 78-5a.)

b. Approved Application Case Temporary. Cut off file at end

File-Record Copy. of calendar year in which case is closed. Retire to records center 1 year after cutoff. Destroy 7 years after cutoff. (NARA Job No. N1-207-02-5, item 78-5b.)

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RECORDS DISPOSITION SCHEDULE 35

PUBLIC AND INDIAN HOUSING

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c. Field Office Copies. Temporary. Cut off file at end of calendar year in which case is closed. Retire to records center 1 year after cutoff. (NARA Job No. N1-207-02-5, item 78-5c.)

d. All Other Copies. Convenience Temporary. Destroy or delete or working copies. file when no longer needed for reference. (NARA Job No.

N1-207-02-5, item 78-5d.)

6. Hope I Applications. Contains applications, application support materials, correspondence, copies of electronic mail, faxes, and other related materials. The purpose of these records are to assist Housing Authorities to sell Low-Rent Public Housing units to residents. Funds were provided for planning as well as implementation starting with FY 1992 and ending with FY 1994. The program has not been funded since then, and the Department is in the process of closing the program down. Dates: 1995 to present. Estimated annual accumulation: 0 cubic feet. Total volume: 14 cubic feet.

Temporary. Cut off file at end of calendar year in which case is closed.

Retire to records center 1 year after cutoff. Destroy 5 years after cutoff. (NARA Job No. N1-207-02-5, item 78-6.)

7. Electronic Copies. Electronic version of records created by electronic mail and/or word processing applications.

a. Copies that have no further Temporary. Delete within 180 administrative value after the days after the recordkeeping copy recordkeeping copy is made. In- has been produced. (NARA Job cludes copies maintained by No. N1-207-02-5, item 78-7a.)

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individuals in personal files,
personal electronic mail directories,
or other personal directories on hard
disk or network drives, and copies
on shared network drives that are
used only to produce the record-
keeping copy.

b. Copies used for dissemination, re- Temporary. Delete when
vision or updating that are main- dissemination, revision, or
tained in addition to the record- is complete. (NARA Job No.
keeping copy. N1-207-02-5, item 78-7b.)